

NGHI-HRO

MEMORANDUM FOR ALL FULL-TIME FEDERAL TECHNICIANS OF THE HAWAII NATIONAL GUARD

SUBJECT: Policy Memorandum 2011 - 02, Use of Official Time for Voluntary Physical Training (PT) Activities

1. This memorandum is applicable to all full-time technicians of the Hawaii National Guard. This policy letter is not applicable to AGR, ADSW, and State Employees of the Hawaii National Guard.
2. **Goals:** The goals of the Hawaii National Guard's voluntary physical training program are to:
 - a. Promote good health and encourage employees to exercise regularly, thereby, producing a healthier, happier workforce;
 - b. Assist military employees in meeting their respective physical fitness standards required by military regulations;
 - c. Encourage regular physical fitness activities for our non-military employees.
 - d. Decrease the use of sick leave; and
 - e. Improve individual and group productivity.
3. **Guidelines:** All technicians will be provided an opportunity to further their physical fitness during duty hours under the conditions prescribed in this memorandum. Program guidelines are as follows:
 - a. Participation must be voluntary and approved by the supervisor. No technician will be required to participate in a fitness program, nor will any reprisals be taken against a technician for participation or non-participation.
 - b. Mission requirements/accomplishment will always be the prime consideration when participating in the PT program. The mission of the Hawaii National Guard continues to have priority over any PT exercise scheduled. Supervisors may temporarily suspend exercise schedules to accommodate any conflicting mission requirements.
 - c. The maximum amount of time allocated for physical fitness will not exceed three one-hour periods per week. In no instance will anyone be granted more than one hour per day, or a total of three hours per week of duty status time for a personal fitness program. Additional time is not allowed for activities such as changing clothes, warm-ups, cool-down, showers, and travel to/from the worksite. The time authorized for PT begins when the technician begins preparation for PT and ends when the technician returns to the worksite. Time for any "missed" periods will not be cumulative and rolled over to the next week.
 - d. Official exercise activity must be conducted during each technician's scheduled duty hours. All exercise activities must begin and end at the technician's worksite.

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e. Typical PT programs which are aerobic in nature and will achieve the desired results include running, rapid walking, bicycling, treadmills, stair climbers, or aerobic classes and strength/toning activities such as resistance training and weightlifting. When choosing PT activities, technicians must carefully consider the terrain, traffic, and safety when selecting their routes. Safety must be a primary consideration when participating in any PT program and each technician must be knowledgeable of his/her individual health and physical limitations. Technicians must wear proper safety equipment when participating in any PT activities. Reflective belts, vest, helmets or other protective clothing are mandatory during times of limited visibility.

Employees may participate in the following activities as a part of the PT Program:

- Running/Walking
- Push-ups/Sit-ups and any similar exercises intended to improve muscle tone, strength, muscular and cardiovascular endurance
- Aerobics and other similar activities
- Tennis
- Racquetball
- Bicycling/Spinning
- Weight lifting
- Swimming (at a commercial or public facility with a licensed lifeguard on-duty)

f. Contact sports, such as Martial Arts and Kickboxing, are NOT permitted in this program. The risk of incidental injury from competitive contact outweighs any health benefit which may be derived. Requests for exceptions will be considered on a case-by-case basis by the Human Resources Officer and require TAG approval.

g. As a general rule, team sports are prohibited. Group competition encourages participants to push performance beyond their level of conditioning, endurance, and state of health. The activities listed below are considered team sports and are thereby prohibited:

- Volleyball
- Basketball
- Football
- Soccer
- Baseball/Softball

Requests for exceptions will be considered on a case-by-case basis by the Human Resources Officer and require TAG approval.

h. Surfing, skydiving, or swimming in public beaches is also prohibited.

i. All technicians participating in the physical fitness program will sign out at the beginning of the exercise period and sign back in at the end of the fitness period. This means that you must be at the worksite during your normal duty hours to sign in and return back to the worksite at the completion of the PT exercise (again during normal duty hours) to sign back in. You cannot sign out to do PT for the last work hour of the day and sign back in the following workday. Remember, you must sign back in at the worksite at the completion of the PT. The sign out sheet at Encl 1 will be maintained at the technician's worksite for a period of three years.

j. All PT schedules must be approved by the supervisor prior to the technician's participation. Each technician must complete a Liability Agreement (Encl 2) prior to participating in the PT program. The supervisor must also sign the agreement approving the authorized exercise time. The supervisor will maintain the signed agreement in the technician's supervisory work folder. Supervisors have the authority and the responsibility to cancel an approved physical training request based on current mission requirements or workload.

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k. Technicians are authorized to use commercial or public facilities at their own expense (base gyms, health clubs, etc) with the approval of their immediate supervisor. Commuting time will not exceed 10 minutes from the assigned worksite. Use of government vehicles to travel to a commercial or public site is not authorized. Technicians are not authorized to perform their PT at a private residence during normal duty hours.

l. If a technician is injured while using official time for voluntary physical training (PT) activities authorized in this policy letter AND legal liability is placed on a party other than the United States, a portion of the cost of compensation and other benefits paid by OWCP must be refunded from any settlement obtained.

m. Compliance with this policy is mandatory to ensure coverage under the workers compensation program. Non-compliance with this policy may affect a technician's claim in the case of an injury. Injuries which occur during non-duty time, to include lunch periods, may not be covered by workers compensation.

n. Technicians are to use approved PT time exclusively for physical training activities, and only for such activities that have been authorized and approved. Supervisors will monitor the technician's compliance with this policy. Abusers of this program may cause the privilege to be revoked and could also be subject to disciplinary/adverse action. Supervisors who do not enforce the requirements in this policy are also subject to disciplinary or adverse action. Supervisors may require a technician with a known or suspected injury to provide medical certification prior to continued participation in the program.

5. The Human Resources Office (HRO) is appointed the Office of Primary Responsibility for this program. Any questions regarding the interpretation of this policy should be directed to the Human Resources Officer at (808) 672-1226. The Adjutant General reserves the right to modify, amend, or terminate the program at anytime.

6. This memorandum rescinds Policy Memorandum 2011-02, Use of Official Time for Voluntary Physical Training (PT) Activities.

2 Encls

1. Sign-Out/Sign-In Log
2. Liability Agreement

DARRYLL D. M. WONG
Major General, HING
Adjutant General

LIABILITY AGREEMENT
HAWAII NATIONAL GUARD VOLUNTARY PHYSICAL FITNESS PROGRAM

I, _____, acknowledge and agree that:

a. I may voluntarily take part in a physical fitness program during duty hours for a maximum of three one hour periods per week.

b. My participation in this program may be unsupervised. As a technician, I am under no obligation to participate.

c. It is recommended that I consult with a physician prior to engaging in this exercise program.

d. I will begin and end my exercise at my worksite. I will sign out and sign in again for each period of exercise, and understand that I am subject to recall to the worksite at any time.

e. Times for participation and locations for my participation must be approved by my supervisor as appropriate in consideration of mission requirements.

f. I will report any injury as a result of participation in this program immediately to my supervisor.

g. If I abuse this program, I understand that I will have my privilege revoked and could be subject to disciplinary/adverse action.

h. A signed copy of this acknowledgement will be kept on file by my supervisor.

Technician's Signature

Date

Supervisor's Signature

Date

1. Consult your doctor before engaging in any physical fitness program.
2. You hereby agree to comply with all rules and instructions of Policy Memorandum 2011-02

[illegible]

**Supervisors, please maintain sign-out sheet at worksite for a period of three years.
Only one sign-out sheet is needed per worksite (each employee should not have their own).**